

DJS RESIDENTIAL GROUP LIFE MANAGER II (2611)

I. NATURE OF WORK:

A DJS Residential Group Life Manager II is one of two levels of managerial work involving the provision of supervision and guidance to youths residing in a facility operated by the Department of Juvenile Services. Employees in this classification manage the work of DJS Resident Advisors through the supervision of DJS Resident Advisor Supervisors.

Employees receive managerial supervision from a DJS Assistant Superintendent, or from a designated administrator or higher-level manager charged with directing the operation of the facility. Employees may be required to work evenings, weekends and holidays and may be subject to call-in based on staffing needs or emergency situations.

The DJS Residential Group Life Manager I is differentiated from the DJS Residential Group Life Manager II by the scope of managerial responsibility and accountability. The DJS Residential Group Life Manager I functions as shift commander for a shift of direct care staff care for the entire campus while the DJS Residential Group Life Manager II oversees all services of the facility except administration. These services may include direct care, intake and electronic reporting. The DJS Residential Group Life Manager II may function as the assistant director of the facility.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Manages the work of DJS Resident Advisors through the supervision of DJS Resident Advisor Supervisors;

Oversees all service operations for the entire campus, including services such as direct care, intake and electronic reporting;

Briefs subordinate supervisory staff and shift commanders regarding activities and incidents from prior shifts, and staffing and personnel changes;

Recommends modifications to facility policy and operations;

Briefs subordinate supervisory staff on changes in facility or departmental policies;

Makes regular inspections of the facility to ensure that security and safety are properly maintained and policies and regulations are consistently enforced;

Identifies staff training needs and advises appropriate personnel of additional training requirements;

Calls in additional staff to cover shortages;

Recommends changes to the schedule of daily and weekly program activities and may approve changes;

DJS RESIDENTIAL GROUP LIFE MANAGER II

Page 2

Reviews incident and staff reports prepared or reviewed by DJS Resident Advisor Supervisors;

Investigates staff and resident complaints and recommends corrective actions if needed;

May function as the assistant director of the facility;

May coordinate concessions or oversee youth accounts;

May recommend and oversee equipment, vehicle and building repairs;

May plan and coordinate staff training;

May review and approve or modify recommended behavioral sanctions;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the human development process as it applies to adolescent needs, problems and development;

Knowledge of the physical, emotional and social needs of adolescents;

Knowledge of group dynamics;

Knowledge of the principles of supervision;

Skill in interacting with agitated or overwrought youths in a calm manner in order to de-escalate combative behavior;

Skill in assessing and addressing potentially harmful or destructive behavior by youths and offering alternative responses;

Skill in training and planning the work of direct care staff;

Ability to organize and maintain a group living environment which promotes positive growth of individuals and groups of adolescents;

Ability to communicate effectively with youths and their families, community service providers, and other DJS staff.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Five years of experience providing supervision and guidance to youths in a juvenile facility or juvenile services community program for at-risk youth.

- Notes:
1. The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.
 2. Possession of an Associate of Arts degree in Criminal Justice or the social or behavioral sciences from an accredited college or university or sixty credit hours from an accredited college or university, including 15 hours in criminal justice or the social or behavioral sciences may be substituted for up to one year of the required experience.
 3. Possession of a Bachelor's degree in Criminal Justice or the social or behavioral sciences from an accredited college or university may be substituted for up to two years of the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee in a mandated position. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include;

DJS RESIDENTIAL GROUP LIFE MANAGER II

Page 4

U.S. Citizenship or Resident Alien status

Must be at least 18 years of age

A thorough background check, including fingerprinting and drug testing

An oral interview, and

Physical and psychological examinations.

2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED:

Director, Division of Salary Administration
and Position Classification